

# *Queen's Grant High School*



## A Parent's Guide to Schoology

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# Sign up for a Parent Account in Schoology

1. Go to [www.schoology.com](http://www.schoology.com).
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. Enter your Parent Access Code. This is a 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's teachers
4. Fill out the form with your information.
5. Click **Register** to complete.

## Add a Child to an already existing account

If you already have a parent account in Schoology for one child, you can add additional children to your account:

1. Log in to your Schoology account using your username or email address and password.
2. Click the arrow next to your name in the top-right corner.
3. Click the **Add Child** button.
4. Enter the **Child Code** for the child you're adding. This is the same as your Parent Access Code, the 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors.
5. If your code does not look like this code, contact your child's instructor or school.
6. Click the **Use Code** button to complete.

# Login to your created account

You can use an email address or username to log in, depending on how your account was set up.

See below for instructions:

## Email Login

1. Go to [app.schoology.com](http://app.schoology.com)
2. Click **Log In** on the top right.
3. Enter your Email Address and Password.
4. Click **Log in**.

## Username Login

1. Go to [app.schoology.com](http://app.schoology.com)
2. Click **Log In** on the top right.
3. Enter your Username, Password, and the name of your school (As you type, a menu will open below that enables you to select your school).
4. Select your school and check the remember my School box. (**Queen's Grant High School, Matthews NC**)
5. Click **Log in**.

## Sign in to Schoology

The screenshot shows the Schoology login interface. It includes fields for 'Email or Username' (with 'janes' typed) and 'Password'. A red arrow points from the text 'As you enter your school name, select from the list of schools that appear' to the 'School Name' field, which contains 'Schoology Academy'. Another red arrow points from the text 'This option remembers your school for the next time you login' to the ' Remember my School' checkbox. A blue 'Login' button is at the bottom.

## Sign in to Schoology

All fields are required

Email or Username

Password

**Log in**

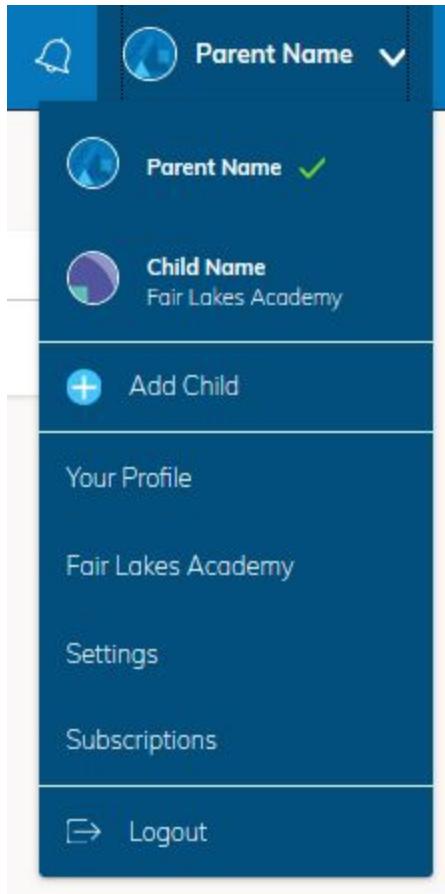
[Forgot your password](#)  
[SSO Login](#)

# Schoology Homepage: Your Parent account compared to your child's Schoology information

Having a Parent account in Schoology is actually like having two accounts:

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The check mark in this drop-down menu indicates which account you are currently viewing.



# Student Activity View

## Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.

From the home page, you can quickly view specific information about your child's Schoology activity:

The screenshot shows the Schoology Student Activity View page. At the top, there are navigation links: COURSES (circled 6), GROUPS (circled 7), GRADES (circled 8), and a dropdown for 'Child Name' (circled 9). A message says 'You are viewing as Child Name'. Below the navigation, there are several sections with numbered callouts:

- 1 Student Activity · Enrollments**: Shows a list of courses with current grades and attendance. Callout 2 points to the 'Enrollments' link.
- 3 Recent Grades/Attendance**: Lists graded assignments, tests/quizzes, discussions, and attendance marks.
- 4 Overdue**: Lists assignments due by Friday, June 8, 2018, at 1:00 pm.
- 5 Upcoming**: Lists no upcoming assignments or events.
- Courses**: Shows a list of current courses. Callout 2 points to the 'Courses' link.
- Groups**: Shows a list of groups the student is in.
- GRADES**: A sidebar with three items: Grade Report (circled A), Mastery (circled B), and Attendance (circled C).

1. The **Student Activity** area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into **Enrollments** in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual course to see grades received on assignments, tests, and discussions from that course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view.
4. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
5. The **Upcoming** section displays a list of your child's upcoming assignments and events.
6. **Courses:** You can see a list of your child's current courses. Click the course name to navigate to the course profile as your child views it. Depending on the permission settings in

place at your school, you may not be able to view content posted by other members of the course.

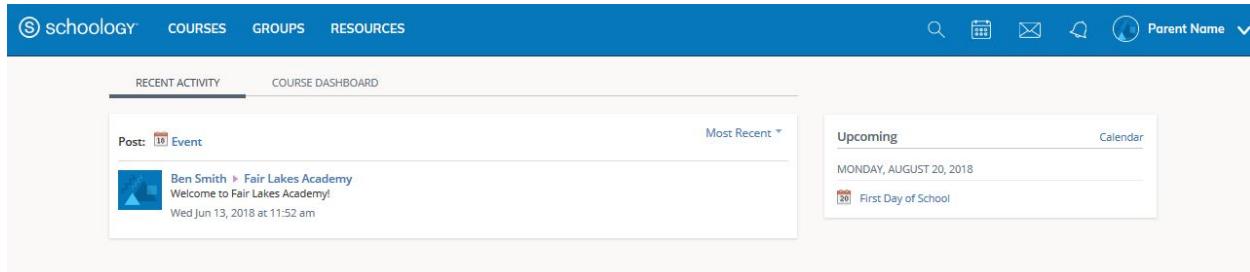
7. **Groups:** You can see a list of your child's Schoology Groups. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group.
8. **Grades:** Depending on the settings in place at your child's school, this menu provides access to view the following:
  1. **Grade Report:** Review your child's grades for all courses.
  2. **Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
  3. **Attendance:** Review your child's attendance for all courses.
9. **Calendar:** Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student's name. Click the event to display profile information in a pop-up window.

**Note:** There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

# Your Account Activity

To return to your Schoology account, click the down-facing arrow and select your account. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account homepage displays activity related to any courses and groups in which you are enrolled, a well as school information from the school with which you are associated.



The screenshot shows the Schoology Personal Account homepage. At the top, there's a navigation bar with links for 'COURSES', 'GROUPS', and 'RESOURCES'. On the right side of the header, there are icons for search, calendar, messages, notifications, and a dropdown menu labeled 'Parent Name'. Below the header, there are two main sections: 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. The 'RECENT ACTIVITY' section contains a post from 'Ben Smith > Fair Lakes Academy' with the message 'Welcome to Fair Lakes Academy!' and the date 'Wed Jun 13, 2018 at 11:52 am'. To the right, there's a 'Most Recent' dropdown menu. The 'Upcoming' section lists an event for 'MONDAY, AUGUST 20, 2018' titled 'First Day of School'.

## Recent Activity

Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

## Upcoming

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

## Calendar

Access your personal calendar by clicking the calendar icon in the top navigation of your personal account. Your personal calendar displays personal events you've created for your account, as well as events and assessments for the school, courses, and groups in which you're enrolled.

## Create Personal Events

The quickest way to create an event is from the **Recent Activity** area on your **Home Page**. Simply locate the **Event** icon in the upper-middle area of the page. You may also create an event from your personal calendar.

To add an event:

1. Select the **Calendar** icon at the top of your **Home Page**.
2. Click the date to which you'd like to add the event.
3. Fill out the **Event** form.
4. Choose an RSVP option (depending on the settings in place at your school, this option may not be available to you).
5. Click **Create** to complete.

## RSVP Options

- **Only Invitees Can RSVP**—Event remains personal until you invite people you're connected with.
- **Anyone Can RSVP**—Make the event public (available to anyone).
- **Disabled**—Requires no RSVP. This event will only be viewed by you.
- Attach a File, Link, or Resource (optional).
- You can also **Enable Comments** at the bottom left (optional).

## Edit an event

To modify an existing event:

1. Click the event to modify.
2. Click the **Edit Item** button.
3. Once you've made changes, click the **Save Changes** button.

## Delete an event

To delete an event:

1. Click the event you'd like to delete.
2. Click the **View Item** button.
3. Click the gear to the right of the event profile.
4. Select **Delete** to complete the process.

**Note:** If you choose to create an Event with an invitation from your Home Page, you must invite everyone manually.

# Messages

Depending on the settings in place at your school, you may be able to exchange messages with teachers at your school. The right side of the top navigation bar displays the **Messages** icon (envelope icon).

**Note:** There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

The screenshot shows the Schoology Messages interface. At the top, there is a blue header bar with icons for search, calendar, messages, notifications, and user profile ('Parent Name'). Below the header, the main area has a title 'Messages' and a 'New Message' button. A single message is listed: it's from 'Ben Smith' (represented by a blue profile picture with a white dot indicating a new message). The message subject is '[Fair Lakes Parents] Welcome and Important Reminders'. The message body starts with 'Hello parents! Welcome to Schoology. We...' and ends with 'A few seconds ago'. At the bottom of the list is a large blue button labeled 'View All'.

## Check New Messages

When you have a new message in your inbox, the **Messages** icon on the top menu displays a new number.

1. Navigate to your **Messages** area by clicking on the icon in the top menu.
2. New messages are indicated with a blue dot. Click the message you'd like to read.
3. To reply to a message, write in the **Message** area, then click **Send**.

## Check Sent Messages

1. Navigate to your **Messages** area by clicking the icon in the top menu and click **View All**.
2. Click the **Sent Messages** tab.
3. To read a message, click a message you've sent in the past.
4. To send a message, click the **+New Message** button.
5. Fill out the form, and click **Send** to complete.

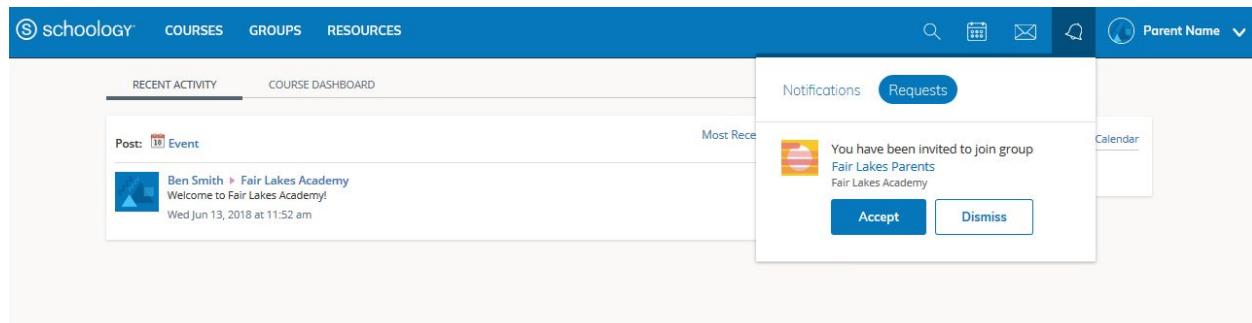
A recipient name automatically populates when you enter a teacher's name into the **To** field. If you're not able to send a message to certain users, talk to your teacher for further guidance.

**Note:** If you have [linked accounts](#) in Schoology, we recommend that you check for new messages in each of your linked accounts.

## Notifications & Requests

Also on the right side of the navigation bar you have the bell icon displaying **Notifications & Requests**. Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

Below, a parent receives an invitation to join group:



The screenshot shows the Schoology dashboard with a blue header bar. The header includes the Schoology logo, navigation links for COURSES, GROUPS, and RESOURCES, and a search bar. On the far right of the header is a user profile icon labeled "Parent Name". Below the header, there are two main sections: "RECENT ACTIVITY" and "COURSE DASHBOARD". The "RECENT ACTIVITY" section shows a post from "Ben Smith" in the "Fair Lakes Academy" group, dated "Wed Jun 13, 2018 at 11:52 am". The "COURSE DASHBOARD" section is partially visible. To the right of these sections is a sidebar titled "Notifications" which contains a "Requests" tab. A notification card is displayed, showing a yellow profile picture, the text "You have been invited to join group Fair Lakes Parents Fair Lakes Academy", and two buttons: "Accept" and "Dismiss".

## Overdue Area

The **Overdue** area on the right side of the screen shows to course members a list of materials that they did not turn in on time. It displays for students who have at least one item that they did not submit before the posted due date. Overdue materials are listed from most- to least-overdue, with the most-overdue item at the top.

The screenshot shows a user interface for managing course materials. At the top, there are several icons: a document, a calendar, an envelope with a '3' notification, a hand cursor, and a user profile for 'Herbert Lopez'. Below this, the main content area is divided into sections:

- Overdue**: A red box highlights this section, which lists an assignment due on Friday, July 6, 2018, at 5:59 pm. The assignment is titled "Assignment X: Chapter 10".
- Upcoming**: This section lists an assignment due on Thursday, July 12, 2018, at 11:59 pm, titled "Do-it-Yourself: Study Guide Edition".
- Calendar**: A link to view the full calendar.

## Can I See My Child's Overdue Coursework?

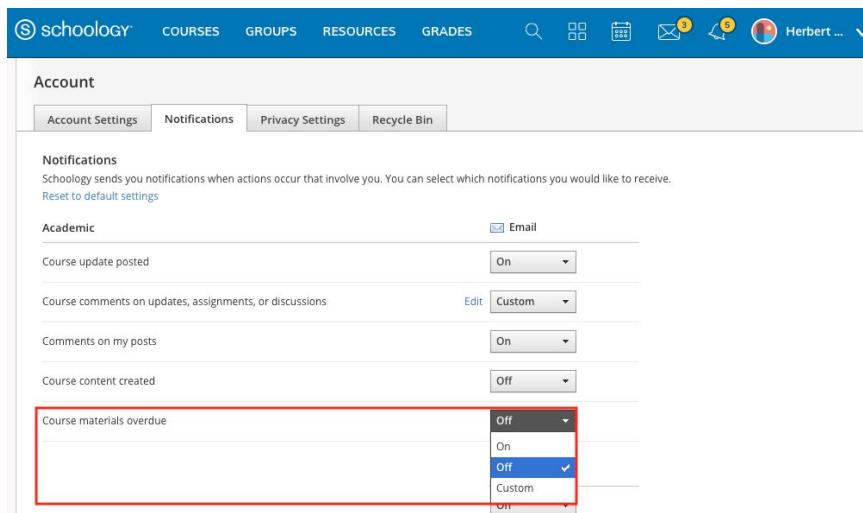
Parents see a list of all of their child's overdue assignments, discussions, and quizzes or tests in the same **Overdue** area on the right side of the screen.

You may also choose to receive an email each time your child misses a due date by enabling the **Overdue Submissions Email** feature in your **Notifications** area, and the **Parent Email Digest** also includes a list of your child's overdue materials if your System Admin has enabled that feature.

Course Summary	Grade	Attendance
<p>Science Course, Section 2</p> <p>Assignment 1a</p> <p>Cell Reproduction</p>		
<p> Overdue Submissions (2)</p> <p>2 Days late: Physical Science Essay in Science Course, Level 2</p> <p>4 Days late: Creative Writing Assignment in English &amp; Literature, Section 3</p>		
<p>Upcoming (1)</p> <p>Pop Quiz 3 in Algebra, Level 2</p>		
<p>Recent Activity (7)</p>		

## Notifications Settings

To receive email or text notifications for overdue materials, enable the **Course Materials Overdue** option in the **Notifications** area. Select **On** in the dropdown menu to receive notifications for overdue materials in all your courses, or select **Custom** and choose the courses for which you want overdue notifications.



The screenshot shows the Schoology account settings page. At the top, there is a navigation bar with links for Schoology, Courses, Groups, Resources, Grades, and a search bar. Below the navigation bar is the 'Account' section, which includes tabs for Account Settings, Notifications (which is selected), Privacy Settings, and Recycle Bin. Under the 'Notifications' tab, there is a 'Notifications' heading with a note about receiving notifications for actions involving the user. There are several dropdown menus for different types of notifications, such as 'Course update posted', 'Course comments on updates, assignments, or discussions', 'Comments on my posts', 'Course content created', and 'Course materials overdue'. The 'Course materials overdue' dropdown is highlighted with a red box, and its menu options are visible: Off (selected), On, Off, Custom, and On. The 'Off' option is highlighted with a blue background.

**Note:** Students and parents receive only one notification per late material regardless of how long it remains unsubmitted.

# Deleting Your Schoology Account

Teachers, students, and parents with Basic Schoology accounts can delete their accounts by navigating to <https://app.schoology.com/settings/account?action?delete> while logged into the account they'd like to delete. Deleting an account removes all submissions, resources, and content associated with the account, and neither the account nor the items can be restored.

